

# IOWA STATE UNIVERSITY

## College of Design

### **GUIDELINES FOR SENDING and RECEIVING MAIL**

- Campus and postal mail are delivered to the College of Design, once a day, in the morning.
- Mail is usually received by 10:30am. Outgoing mail is taken down in the afternoon around 2:30 pm for pickup.
- Mail will be distributed to faculty and staff mailboxes in the mornings except for boxes and packages that arrive from FedEx, PS, and other carriers. Boxes will be placed in DESIGN 158, and faculty and staff will receive an email notification that they have boxes delivered. Boxes should be picked up as soon as possible.
- No personal packages or mail is allowed. Please make arrangements outside the College of Design for personal packages and mail.
- For outgoing mail, there will be a drop off basket, marked OUTGOING MAIL, in DESIGN 146. If your mail needs special postage, please see Shawnia Silverthorn, in DESIGN 146.
- If you order a business package to be delivered by a carrier, please list the address as 146 College of Design. The business office staff will sign for the package and instruct the carrier where to place the package in DESIGN 158.
- Any packages that will be mailed containing hazardous materials will need to be handled a specific way. The person (faculty or staff) sending the package must complete the Hazardous Materials training, as well as the person handling the package shipment (typically, Shawnia Silverthorn in the Business Office). This is required to mail packages with Hazardous Materials, this includes things like Lithium batteries.